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TO: Economic Support Supervisors  
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Training Staff  
Child Care Coordinators  
W-2 Agencies  
Workforce Development Boards  
Job Center Leads and Managers

FROM: Amy Mendel-Clemens  
Communications Section  
Bureau of Health Care Eligibility

**BHCE/BWP OPERATIONS MEMO**

No: 04-08

DATE: 02/25/2004

FS	<input checked="" type="checkbox"/>	MA	<input type="checkbox"/>	SC	<input type="checkbox"/>
CTS	<input type="checkbox"/>	CC	<input type="checkbox"/>	W-2	<input checked="" type="checkbox"/>
FSET	<input type="checkbox"/>	EA	<input type="checkbox"/>	CF	<input type="checkbox"/>
JAL	<input type="checkbox"/>	JC	<input type="checkbox"/>	RAP	<input type="checkbox"/>
WIA	<input type="checkbox"/>	WtW	<input type="checkbox"/>		
Other	EP	<input type="checkbox"/>			

PRIORITY: HIGH

SUBJECT: Companion Case Processing

**CROSS REFERENCE:** Food Stamp Handbook Appendix 12.2.5

**EFFECTIVE DATE:** March 1, 2004

**PURPOSE**

This memo informs local agency staff that beginning with Adverse Action (AA) in March, 2004, CARES will automatically check for companion case W-2 payments issued to individuals included in the Food Stamp (FS) food unit. CARES will then budget that W-2 payment in the food stamp determination for the following month. This new process will occur every month at adverse action.

**BACKGROUND**

Currently CARES generates an alert to the worker for a FS case that W-2 income exists in a companion case. The worker manually enters the income on AFUI coded as OTFS. This process tends to be error prone and time consuming for the worker.

## **NEW CARES PROCESSING**

Beginning in March, at AA every month, CARES will automatically budget W-2 companion case payments made to individuals included in the FS food unit. Workers will continue to receive alert 348 as information only in event the W-2 companion case payment starts, stops or changes.

### NEW APPLICATIONS

In cases where a W-2 companion case is already open and **initial** FS benefits are being determined on a new FS application, CARES will not be able to automatically budget the W-2 companion case payment amount, due to the once per month processing of companion cases at AA. When processing a new FS application under this circumstance, the worker must manually enter the W-2 payment on AFUI as OTFS for the Food Stamp benefits being issued prior to the next AA.

**EXAMPLE 1** Carmen completed her face to face application interview for FS on February 3rd. Her filing date is January 21st. Included in her household are her 21year old daughter Liz and Liz's 3 children. Liz has been receiving a W-2 payment on her own case since October. When processing the application before February AA, the worker enters Liz's \$628.00 W-2 payment on AFUI as OTFS for January and February.

On AFUI the worker enters a BEGIN MMY of 0104 and a payment amount of \$628.00 on AFDU. After entering the amount on AFDU, the worker is taken back to AFUI. Using PF17 to save and redisplay the screen, the worker updates the BEGIN MMY to 0304 and decreases the payment amount to zero. CARES will use the information entered on AFUI when determining January and February food stamp benefits. At AA in February, the companion case W-2 payment will be automatically budgeted for March.

**EXAMPLE 2:** Becky completed her face to face interview for FS on February 10th and the ES worker processes the application before February AA. Her filing date is February 2nd. Her sister Joan is also included in her FS case. Joan receives a CSJ payment of \$673.00. The worker must enter Joan's \$673.00 CSJ payment on AFUI with the OTFS code, with a BEGIN MMY of 0204. After entering the payment on AFDU, the worker returns to AFUI, uses PF17 to save and redisplay the screen, enters a new BEGIN MMY of 0304 and decreases the payment amount to zero. At AA in February, CARES will automatically budget the CSJ payment from the companion case for the March benefit.

**EXAMPLE 3** John completed his face to face interview for FS on February 20th. His filing date is January 29th. Included in his food unit are his son Dave and Dave's family. Dave receives a CSJ check of \$673.00 on his own case since last March. John's application is processed after AA in February and before AA in March so initial benefits will be issued for January, February and March. The worker must manually enter the companion case CSJ payments for all three months on AFUI. Because Dave's case has an ongoing W-2 payment, the same amount will be budgeted for all of the initial FS benefit months. The worker must enter \$673.00 on AFUI using the OTFS code with a begin MMY of 0104. After entering the \$673.00 payment on AFDU, the worker must return to AFUI, use PF17 to save and redisplay the screen, update the Begin MMY to 0404, and decrease the payment amount to zero. At AA in March, CARES will automatically budget the companion case CSJ payment for April.

**EXAMPLE 4** Sue completes her face to face interview for FS on February 20th. Her filing date is January 30th. Included in her food unit is her niece Marion. Marion just started to receive a W-2T payment on her own case. In January, Marion received a payment of \$250.00; in February, she received a payment of \$314.00; and in March, she will receive her first full payment of \$628.00. Because Sue's FS case is being processed after AA in February and before AA in March, initial benefits will be issued for January, February and March. The W-2 companion case payments must be manually budgeted for all three months. On AFUI, the worker must enter 0104 BEGIN MMY with a payment of \$250.00 on AFDU. Once back on the AFUI screen, use PF17 to save and redisplay the screen, enter a 0204 BEGIN MMY and \$314.00 on AFDU. When returning to AFUI, use PF17 to save and redisplay, enter 0304 BEGIN MMY with the \$628.00 payment on AFDU. Once the three payments have been entered the worker must again use PF17 to save and redisplay the screen, enter a BEGIN MMY of 0404 and decrease the payment on AFDU to zero. At AA in March, CARES will automatically budget the companion case W-2 payment for April benefits.

CARES will display the amount of the companion case W-2 payment that is automatically budgeted on the gross income test screen EFGT, as W2 COMP CASE AMOUNT<sup>①</sup>. The payments that are budgeted using AFUI will show on the EFGT as OTHER UNEARNED INCOME<sup>②</sup>.

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EFGT                      FOOD STAMP GROSS INCOME TEST                      02/12/04 09:45
CASE: 2700319524 CAT: FS   SEQ: 01   WORKER: XCT049                      XCT049 E DILLON
DETERMINATION DATE: 01 05 04          AG STATUS: OPEN      ELIGIBILITY STATUS: PASS
PAYMENT BEGIN DATE: 02 01 04 PAYMENT END DATE: 01 31 04   FS CAT. ELIGIBLE: Y

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FS TYPE: TRANSITIONAL FS - 5 MO. CERT, No interim reporting
TEST FOR PROSPECTIVE MONTH: 1

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SELF-EMPLOYMENT-EARNINGS:	.00		
EXCESS SELF EMP EXPENSE:-	.00	DEEMED INCOME:	.00
EMPLOYMENT EARNED INCOME:+	666.90	AFDC GRANT:+	.00
GROSS EMPLOYMENT EARNINGS:=	666.90	W2 PAYMENT AMOUNT:+	.00
UNEARNED INCOME:+	250.00	W2 COMP CASE AMOUNT:+	673.00 <sup>①</sup>
NET FINANCIAL AID INCOME:+	.00	CTS BENEFIT AMOUNT:+	.00
FARM LOSS:-	.00	OTHER UNEARNED INCOME:+	.00 <sup>②</sup>
COUNTABLE GROSS INCOME:=	916.90	SISS/SISE/CTS RECOUPMENT:-	.00
		UNEARNED INCOME:=	250.00
AG SIZE:	04		
GROSS INCOME LIMIT:	1994.00		

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THE AG HAS PASSED THE FOOD STAMP GROSS INCOME TEST

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## CLEAN UP OF EXISTING CASES

In early March, a list of food stamp cases with W-2 companion case payment information entered on AFUI as OTFS and instructions on how to correctly end date the income will be sent to CARES Coordinators. Action will need to be taken before March's AA on these cases to prevent the W-2 companion case income from being incorrectly budgeted twice for April food stamp benefits.

**CONTACTS**

BHCE CARES Information & Problem Resolution Center

★Program Categories – FS – Food Stamps, MA – Medicaid, SC – Senior Care, CTS – Caretaker Supplement, CC – Child Care, W-2 – Wisconsin Works, FSET – Food Stamp Employment and Training, CF – Children First, EA – Emergency Assistance, JAL – Job Access Loan, JC - Job Center Programs, RAP – Refugee Assistance Program, WtW – Welfare to Work, WIA – Workforce Investment Act, Other EP – Other Employment Programs.

DHFS/DHCF/BHCE/JE/JW/LA